

Quotation Request //

US Government Printing Office

Agency Publishing Services
732 North Capitol Street, NW
Washington DC 20401-0001

JACKET:346-441

Quotations are Due By:
(Eastern Time)1:00 PM on 01/06/2009
Submit Fax Quotes to:00000000

Contractors must provide mandatory taxpayer information before GPO makes payment.

Please see special notice on <http://contractorconnect.gpo.gov/>.

TITLE: Publication 1437 (Rev. 11-2008)

QUANTITY: 1857 loose-leaf publications, +/- none.

----- CONTRACTORS MAY SUBMIT QUOTES ONLINE OR VIA FAX TO: (202) 512-1612 -----

TRIM SIZE: 8-1/2 x 11"

FORM NO: Pub 1437 (11-08)

PAGES: 58 text pages, plus separate 2-piece cover (loose-leaf)

SCHEDULE:

Furnished Material will be available for pickup by 01/06/2009

Deliver complete (to arrive at destination) by 01/16/2009

F.O.B. destination

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 8-02)) applies.

DESCRIPTION:

PREDOMINANT PRODUCTION FUNCTION: Digital or Offset Printing.

PRINTING: Cover and Text print in Black only (head to head), images consist of solids plus type/line matter; no bleeds. Covers 2, 3 and 4 plus circle folio 58 are blank.

FINISHING: Trim flush 4 sides. Drill three 3/8" diameter holes centered on the 11" dimension, 4-1/4" center to center. Center of holes to be positioned suitably (approximately 7/16") from left edge of product. Contractor to place an 8-1/2 x 11" sheet of suitable chipboard material (backer) behind each publication (backer may or may not be drilled); furnish 1,857 sheets total. Contractor to individually shrink film wrap each publication with backer (1,857 total wraps).

MATERIAL FURNISHED: Contractor to pickup at GPO:

.Exhibit #1 - IRS Form 2040 (Distribution/Shipping List) example only.

.Exhibit #2 - IRS Form 6153 (Carton/Container Label) example only.

.Exhibit #3 - GPO pagination diagram.

.One GPO Form 905 (labeling and marking specifications) - Use for GPO Depository and Library consignments (17 total copies) ONLY.

Material furnished from the Government after award:

.PDF printing media (converted from MS Word) with all fonts embedded. Note: Prior to image processing, the contractor is responsible for checking files contained on the furnished media to insure that any features such as bleeds, register marks, etc., and correct file output selection have been provided for, so as to correctly generate output for printing. The contractor must supply any necessary trapping and varnish layer creation (see lasers). Output must be generated on high resolution image processors. If any errors, media damage or data corruption which will interfere with proper file imaging are discovered during contractor's inspection, contact Lauren Malarkey, 202-927-9429 or Lauren.E.Malarkey@irs.gov for replacement files.

.IRS Form 6153 (shipping carton label) as a fillable PDF file. Contractor must use the furnished file and must fill in the appropriate areas, reproduce as necessary, and affix the appropriate one to each shipping container per destination. Nothing is to be handwritten on shipping container labels. Failure to properly use labels will result in a rejected shipment at distribution centers. If the shipment is rejected due to incorrect labels, the vendor will be required to reimburse the IRS for the time spent correcting the order.

.IRS Form 2040 (shipping reporting form) as a fillable PDF file. The contractor is required to complete and e-mail Form 2040 to the IRS daily when shipping begins to: Lauren.E.Malarkey@irs.gov. The majority of the information will be included in the report from the IRS to the contractor, but the contractor is responsible for the verification and correctness of information supplied back to IRS. If there is any information missing or incorrect, please contact Lauren Malarkey, 202-927-9429. The contractor must submit the Electronic Form 2040 and transmit via e-mail to IRS each day the product ships. Any delay or missed input could result in delay of payment. If necessary to familiarize on how to properly use the form, the contractor must request the IRS' Quick Reference Guide for the Form 2040 application, at time of award.

For completing Forms 6153 and 2040, the contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with an e-mail account and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. NOTE: Any use of public address or web-based mail servers (ex: Hotmail, Yahoo, Juno) is not acceptable.

The print contractor is also required to have Adobe Acrobat 8.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive and open file attachments compressed into a Zip (.zip) file format. The contractor must furnish all e-mail addresses for the IRS to e-mail all electronic files, in order to avoid any lapse in service.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
Cover: JCP Code* L20, Vellum-Finish Cover, White, Basis Size 20 x 26", Basis Weight 65 lb.
Text: JCP Code* A60, Offset Book, White, Basis Size 25 x 38", Basis Weight 50 lb.

COLOR OF INK:

Black

PRINT PAGE: Head to Head

MARGINS:

Follow output; no bleeds.

PROOFS:

Contractor must supply imposed Adobe Acrobat (PDF version 1.4) soft proofs. Proofs will be transferred to the agency via electronic mail or a predetermined FTP site. If a predetermined FTP site is used, there must be proof of submission dates and approval dates. After the contractor has posted the proofs to the FTP site, the contractor will inform the IRS and GPO via email/phone of the date and time the file was posted. The PDF proof will be evaluated for image position, pagination, trim size, and color breaks; it will not be used for color match - match color to previously printed sample.

The proofs will be checked for quality and compliance with the contract specifications, approved, rejected or approved with comments and the contractor will be notified, via email, within two (2) business days after receipt of the email. If, in the opinion of the GPO and/or the Internal Revenue Service, the proofs are not a true representation of the furnished copy, they will be rejected and correction and reproofing must be at no additional expense to the Government. The schedule stated elsewhere in these specifications cannot extend to allow for such reproofing. No extra time can be allowed for this reproofing; such operations must be

accomplished within the original production schedule allotted in the specifications.

Email proofs to Lauren.E.Malarkey@irs.gov AND Nya.Ferrell@irs.gov and in the subject line please indicate the GPO Jacket and the Title of the job.

DO NOT return electronic/hardcopy media with the proofs.

Contractor must call GPO Contract Compliance Section at 1-800-424-9470, or e-mail information to compliance@gpo.gov immediately upon sending/delivering proofs and immediately upon notification that the proofs are approved/disapproved.

CONTRACTOR MUST NOT PRINT PRIOR TO RECEIVING AN OK-TO-PRINT.

PACKING:

PACKING: Pack in quantities of 80 per carton in suitable shipping containers not to exceed 32 lbs. when fully packed. Note: If cartons will not hold 80 copies without exceeding 32 lbs. maximum weight, contact Lauren Malarkey, 202-927-9429 or Lauren.E.Malarkey@irs.gov so that IRS Carton Label information can be adjusted.

CARTONS: Contractor to furnish all shipping containers/cartons. All cartons must be packed solid with a maximum weight of 28 to 32 lbs. per carton. No internal wrapping or tying. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack solid in corrugated or solid fiber shipping containers, 200 psi minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 2 to 3 width (not reinforced), minimum 65 lbs./inch transverse tensile strength. The cartons, if stapled, must be stapled before packing and without damage to product. Cartons are to be sealed at the top with paper or polyester tape (not reinforced) 2 to 3 width, minimum 65 lbs./inch transverse tensile strength. Approximate carton size is 17-1/2 x 11-1/2 x 8". Contractor will determine exact dimensions of the shipping containers in accordance with the size and weight of the product produced. All shipping containers/cartons will require an IRS Form 6153 to be attached (see Exhibit #2).

PALLETS/PALLETIZING: NOT required for this order.

LABELING AND MARKING (package and/or container labels): All cartons must have an IRS shipping label (IRS Form 6153 (3-2006)) affixed to one end of the carton only (never on top, long-side, or bottom). Bulk Shipment carton labels **MUST** be generated from the PDF file provided. Contractor **MUST** produce all shipping container labels from the furnished file in the same-size, black ink, on White stock, and fill in any appropriate blanks electronically. Carton labels that are streamlined or recreated (redesigned) by the contractor will not be acceptable (See "Material Furnished", Exhibit 2).

Fields for Contractor to Electronically: (a) Carton # of # (See Exhibit 2); (b) From address; (c) To /Consignee address; and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).

AUTOMATED CARTON # OF # FIELDS: To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print Labels" button. Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.

CARTON/PACKAGE LABELS FOR SMALL PACKAGE CARRIER (SPC) SHIPMENTS: Small Package Carrier shipments (ex UPS) **MUST** contain an additional "electronically created" address label for each carton/ package. The additional "electronically created" SPC address labels must be affixed to the top of each and every carton/ package on the edge nearest the IRS Carton Label (F6153 ((3-2006))). See "DISTRIBUTION" for additional requirements of the separate SPC labels for IRS locations.

MISLABELING/QUANTITY/LOOSE PACKING: In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing problems (i.e. mislabeled cartons, IRS carton labels not being used, cartons not being packed solid). The delivery will either be returned to the contractor to be corrected or the contractor will be required to make the corrections on site. If the contractor is required to make corrections on site and does not arrange to be on site correcting the problem(s), they will then be billed by GPO for the amount that accrued in fixing the problem by an outside vendor. "Mislabeling" means any error on the carton label which incorrectly states or identifies the title of the product; the product identification number; or the quantity of copies actually contained in the carton.

NOTE: If contractor has any questions about the packaging and labeling specifications or actual carton sizes, contact Lauren Malarkey at 202-927-9429 or Lauren.E.Malarkey@irs.gov for clarification.

DISTRIBUTION:

For Ground Service Deliveries Under 750 lbs - Contractor is required to ship via small package carrier (ex: UPS). The contractor **MUST** have the capability to generate SPC shipping labels electronically and each label **MUST** provide the 2 following reference fields: Reference Field 1 - GPO Jacket #; Reference Field 2 - IRS requisition number for this procurement. Contractor will be required to provide tracking numbers for all shipments to Lauren.E.Malarkey@irs.gov. Ship F.O.B. Destination to arrive exactly on 01/16/2009:

1,800 copies to:
IRS/National Distribution Center
W:CAR:MP:M:L:NDC:B:WH
1201 N Mitsubishi Motorway
Bloomington, IL 61705-6613

25 copies to:
IRS/Cindee Spears
Stop 1056
1973 North Rulon White Blvd
Ogden, UT 84404

5 copies to:
IRS/Nya Ferrell
NCFB C5-310 SE:W:CAS:SP:ES:B
5000 Ellin Road
Lanham, MD 20706

5 copies to:
IRS/Rhonda Orndorff
NCFB C5-310 OS:CIO:I:B:F:E:S

5000 Ellin Road
Lanham, MD 20706

3 copies to:
IRS/Salvador de Perignat
NCFB C7-267 OS:CIO:AD:TA:ES:IE
5000 Ellin Road
Lanham, MD 20706

2 copies to:
IRS - SE:W:CAR:MP:P:W:T
Attn: Lauren Malarkey, Room 6236
1111 Constitution Ave, NW
Washington, DC 20224

DAILY PRODUCTION REPORT: The contractor will provide daily production information to indicate the quantity of all destinations shipped and mailed to above locations. The contractor will e-mail this report every work day to Lauren.E.Malarkey@irs.gov (see "Material Furnished"/IRS Form 2040, page 2).

GPO/Library Consignments (label w/GPO Form 905):

15 copies marked "File Copies" via traceable means to the Library of Congress, Madison Building, Anglo-American Acquisition Division, Government Documents Section, C Street (between 1st & 2nd), SE, Washington, DC 20540.

2 copies marked "Depository Copies, Item 0964-B" via traceable means to the U.S. Government Printing Office, Depository Receiving Section, 44 H Street, NW, Loading Dock, Washington, DC 20401. Any cartons containing "Depository Copies", that are mailed to the GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

QUALITY ASSURANCE STANDARDS: The following standards shall apply to these specifications:
Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level 1.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified standards to correspond with each required attribute as follows:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Approved Proofs

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/printforms/pdf/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.